



Ref: NIRBI/Admn/Circular/Leave/2025-26 **11078**.

Date: 04.02.2026

कार्यालय ज्ञापन/OFFICE MEMORANDUM

विषय/ Subject: Prior sanction of Leave as per CCS (Leave) Rules, 1972.

संदर्भ/ Ref: DoPT O.M. No. 13026/3/2012-Estt.(Leave) dated 28th March, 2013.

In accordance with the provisions of the Central Civil Services (Leave) Rules, 1972 and Ref(1) above, it is reiterated that all officers and staff of this office that Leave cannot be claimed as a matter of right and that prior sanction of the competent authority is mandatory before availing any kind of leave.

It has been observed by the Competent Authority, that some instances occur where officials proceeded on leave without intimation or formal approval. Such practice is irregular and contrary to the CCS (Leave) Rules, 1972. All staff/officials are, therefore, directed to ensure that applications for leave are submitted well in advance to Reporting officers and leave is availed only after receipt of due approval from the competent authority. It is also the responsibility of the reporting officers/controlling officers/approving officers that leaves are forwarded/sanctioned well in time.

Commutated leave on Medical Certificate will only be granted on production of medical certificate (in Form 3/4 & Form 5 as applicable) granted by AMA/Government Hospitals/Registered Medical Practitioner as applicable for Gazetted officers and Non-Gazetted employees and original copy of medical certificate should be submitted to the Office invariably.

In case of absence due emergency or unforeseen circumstances leave may be applied after joining duty immediately without fail.

Any absence from duty without sanctioned leave will be treated as **unauthorized absence** and will be dealt with in accordance with the relevant rules and instructions in force.

This issues with the approval of the competent authority.

RAMESHA N M Digitally signed by RAMESHA N M
Date: 2026.02.04 13:44:12 +05'30'

(रमेशा एन एम/ Ramesha N M)

वरिष्ठ प्रशासनिक अधिकारी एवं कार्यालयाध्यक्ष/
Sr. Administrative Officer & HOO

सेवा में/ To:

1. सभी नोटिस बोर्ड/ All Noticeboards.
2. आईसीएमआर-एनआईआरबीआई, कोलकाता के सभी कर्मचारी/ All staff of ICMR-NIRBI, Kolkata.
3. श्रीमती सहेली सामंता को इसे वेबसाइट पर अपलोड करने के अनुरोध के साथ/ Mrs. Saheli Samanta, with a request to upload the same in the website

